

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas seed sales business. In addition to license requirements by the Kansas Department of Agriculture, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful seed sales business in Kansas.

✓	Department	Description	Renewal
	Kansas Small Business Development Center (KSBDC)*	The KSBDC is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.	Prior to starting
	Office of the Secretary of State	Complete the appropriate business entity filings and forms required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue	Visit the Department of Revenue website to find important business tax information . Call 785-368-8222 for more information.	Prior to starting
	Department of Agriculture, Agricultural Commodities Assurance Program (ACAP)	Kansas requires that any persons or entities that sell, offer, or expose agricultural and grass seed for sale to register by completing the Application for Seed Registration . Horticultural seed is excluded from this requirement. Review the Seed Fact Sheet and the ACAP website for more information, or call 785-564-6685.	Prior to selling seed
	Department of Agriculture, Weights and Measures	No license is needed from Weights and Measures, but a seed sales business with scales must hire a licensed service company to test the scales once annually if the scales are utilized for any commercial transaction. Visit the Weights & Measures website for more information, or call 785-564-6681.	Annual service
	Kansas Crop Improvement Association (KCIA)	KCIA is the official state certification agency for the certification of seeds or other plant parts for the use of plant propagation. For more information, visit the KCIA website, or call 785-532-6118.	
	Department of Health and Environment, Bureau of Water, Industrial Program Section	An NPDES Construction Stormwater Permit is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities. Visit the KDHE Industrial Programs website, or call 785-296-5549 for more information.	Prior to construction
	Department of Health and Environment, Bureau of Water, Municipal Program Section	If the facility will employ an on-site wastewater treatment system for human wastewater rather than utilize a municipal sanitary sewer for handling and disposal of sewage from the facility, contact the KDHE Municipal Program Section at 785-296-5527 for construction and permitting requirements.	Prior to construction
	Department of Health and Environment, Bureau of Water, Public Water Supply & Geology Sections	If the facility will not utilize a municipal public water supply or rural water supply as the source of drinking water and the facility will serve 25 people or more per day, 60 or more days per year, it will be considered a public water supply subject to State/Federal drinking water requirements. Contact the KDHE Public Water Supply Section at 785-296-5514. Water wells shall be constructed by Kansas-licensed water well contractors. There are special construction requirements for water wells, serving public water supplies. Contact the KDHE Geology Section at 785-296-5560 for more information.	Prior to construction

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** Indicates that the information listed is merely a useful resource and not a requirement for operating the business*

✓	Department	Description	Renewal
	Department of Health and Environment, Bureau of Environmental Remediation, Storage Tank Section	Entities operating their own fuel tanks may be required to registered with KDHE. Review information about aboveground storage tanks (AST) and underground storage tanks (UST) . Review the KDHE Storage Tank Section website for further information, or call 785-296-1678 for permitting information. *The Kansas Small Business Environmental Assistance Program (SBEAP) has AST program highlights and registration requirements in addition to assistance with UST inventory control .	Prior to installing tanks, Annual Renewal August 1
	Department of Health and Environment, Bureau of Air	Gasoline dispensing facilities are subject to federal air regulation. A guidance document is available to assist in determining regulator requirements. Contact the KDHE, Bureau of Air , at 785-296-1570 for additional information.	Prior to dispensing fuel
	Department of Agriculture, Agricultural Marketing, Advocacy and Outreach*	<i>From the Land of Kansas</i> is a voluntary trademark program that helps promote and identify Kansas agricultural products to consumers. Register the business for membership with <i>From the Land of Kansas</i> . For more information, visit From the Land of Kansas online, or call 785-564-6759.	Annual Renewal

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